

MONITORING INSTRUMENT ITEM REPORT

**2014–15 Program Instruments**

**Migrant Education On-Site 2014–15**

I. INVOLVEMENT

**I-ME 01: Parent Advisory Councils**

Updated 07/15/2014 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators I-M 1. District and regional parent advisory councils (PACs) fulfill their responsibilities to:

- (a) Establish migrant education program goals, objectives, and priorities.
- (b) Review annual needs assessments, program activities for each school, and individualized educational plans.
- (c) Advise on the selection, development, and reassignment of migrant education program staff.
- (d) Be actively involved in the planning and negotiation of program applications and service agreements. (20 U.S.C. § 6394 (c)(3)(A), (B); California Education Code (EC) Section 54444.4(a).)

1.1 Members of the advisory council were elected by parents of migrant students at a general meeting to which all parents of pupils enrolled in the migrant program were invited. (EC § 54444.2.(a)(1).)

1.2 The composition of the migrant parent council is determined by the parents of children enrolled in the migrant program. (EC § 54444.2(a)(1).)

1.3 At least two-thirds of the migrant program parent council consist of parents of migrant children. (EC § 54444.2(a)(1).)

1.4 The LEA trains parent councils to carry out their responsibilities.(EC §§ 54444.2(a)(4), 54444.4(a)(4).)

1.5 The Regional Application and District Service Agreements are presented to parents in a format and language understandable to them. (20 U.S.C. § 6394 (c)(3)(B).)

Associated Documents ME PAC Officer Election Certificate of Eligibility numbers [r]  
ME PAC Officer Election meeting agenda, minutes, and sign-in sheet [r]  
ME PAC Officer Election Roster [r]

Required and Suggested Documents ME PAC Bylaws [s]  
ME PAC Meeting Calendar [r]  
ME PAC Roster w/certificates of eligibilty numbers [r]

Legal References

I. INVOLVEMENT

**I-ME 02: Consultation with Private Schools**

Updated 07/15/2014 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators I-M 2. For Elementary and Secondary Education Act (ESEA) programs, the LEA consulted with appropriate private school officials during the development of the program concerning:

- (a) Identification of students' needs (20 U.S.C. §§ 6320 (b)(1)(A), 7881 (c)(1)(A).)
- (b) What services will be offered (20 U.S.C. §§ 6320 (b)(1)(B), 7881 (c)(1)(B).)

## MONITORING INSTRUMENT ITEM REPORT

### 2014–15 Program Instruments

#### Migrant Education On-Site 2014–15

- (c) Service delivery options, including services through a contract with a third-party provider (20 U.S.C. §§ 6320 (b)(1)(C)(G), 7881 (c)(1)(C).)
- (d) Assessment and improvement of services (20 U.S.C. §§ 6320 (b)(1)(D), 7881 (c)(1)(D).)
- (e) The size and scope of services and the proportion of funds allocated (20 U.S.C. §§ 6320 (b)(1)(E), 7881 (c)(1)(E).)
- (f) Program delivery options (20 U.S.C. §§ 6320 (b)(3), 7881 (c)(4).)
- (g) Reasons for not using a contractor preferred by private school officials (20 U.S.C. §§ 6320 (b)(1)(H), 7881 (c)(2).)
- (h) The method and sources of data to determine the number of low-income private school students from eligible attendance areas (20 U.S.C. § 6320 (b)(1)(F).)
- (i) The right to complain to the California Department of Education concerning Title I, Part A, programs (20 U.S.C. § 6320 (b)(5)(A).)
- (j) Services for students eligible to participate in the migrant education program (20 U.S.C. § 7881 (b)(1)(B).)

Associated Documents Affirmation signed by participating private schools [r]  
Dated notice of ESEA eligibility to private schools in LEA and adjacent LEAs [r]  
LEA Plan [r]

Required and Suggested Documents

Legal References

#### II. GOVERNANCE AND ADMINISTRATION

### II-ME 03: Migrant Region Services

Updated 07/15/2014 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators II-M 3. The migrant region provides:

- (a) Technical assistance to LEAs according to the service agreement
- (b) Interagency coordination that improves services to migrant students
- (c) Direct services required by the service agreement (EC § 54444.4(c).)

Associated Documents LEA Plan [r]  
ME District Services Agreement [r]

Required and Suggested Documents ME records of Professional Development Activities for Teachers and Staff as outlined in the DSA/RA[r]  
ME records of technical assistance and Interagency coordination activities with Federal Program Coordinators; agendas, minutes, and sign-in sheets [r]  
ME Regional Application

Legal References

#### II. GOVERNANCE AND ADMINISTRATION

### II-ME 04: District Services

Updated 07/15/2014 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators II-M 4. The district provides:

## MONITORING INSTRUMENT ITEM REPORT

### 2014–15 Program Instruments

### Migrant Education On-Site 2014–15

	(a) Services in compliance with state and federal law (b) Information to parents (c) Support to instructional staff (EC § 54444.4(b).)
Associated Documents	List of ME Students being served by grade level [r] ME District Services Agreement [r] ME Program Needs Assessment [r] Single Plan for Student Achievement (SPSA) [r]
Required and Suggested Documents	ME letters and notices to parents [r] ME letters and notices to parents in necessary languages as determined by the School Language Census [r] ME list of all students in the district by school and grade level (hard copy only) [r]
Legal References	

#### II. GOVERNANCE AND ADMINISTRATION

### **II-ME 05: N/A**

Updated 07/15/2014 by Administrator Administrator

SEA Status	In Progress
Comments by SEA	
Compliance Indicators	
Associated Documents	
Required and Suggested Documents	
Legal References	

#### II. GOVERNANCE AND ADMINISTRATION

### **II-ME 06: Implements and Monitors LEA Plan**

Updated 07/15/2014 by Administrator Administrator

SEA Status	In Progress
Comments by SEA	
Compliance Indicators	II-M 6. An LEA operating ESEA programs implements and monitors the approved LEA plan. (20 U.S.C. § 6312(b)(1)(A)(i), (ii), (iii).)
Associated Documents	LEA Plan [r] LEA Plan that includes ME narrative with student data, services, and program goals [r] ME evaluation reports [r] Single Plan for Student Achievement (SPSA) [r]
Required and Suggested Documents	

MONITORING INSTRUMENT ITEM REPORT

**2014–15 Program Instruments**

**Migrant Education On-Site 2014–15**

Legal References

II. GOVERNANCE AND ADMINISTRATION

**II–ME 07: Inventory**

Updated 07/15/2014 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators II–M 7. For all categorical programs, the LEA maintains an inventory record for each piece of equipment, with an acquisition cost of \$500 or more per unit, that is purchased with state and/or federal funds. The record describes the acquisition by:

- (a) Type
- (b) Model
- (c) Serial number
- (d) Funding source
- (e) Acquisition date
- (f) Cost
- (g) Location
- (h) Current condition
- (i) Transfer, replacement, or disposition of obsolete or unusable equipment (EC § 35168; 5 CCR § 3946; 34 CFR 80.32(d)(I).)

7.1 The school district has conducted a physical check of the inventory of equipment within the past two years and has reconciled the result with inventory records. (34 CFR 80.32[d][2].)

Associated Documents

Required and Suggested Documents ME Equipment inventory records [r]

Legal References

III. FUNDING

**III–ME 08: Use of Funds**

Updated 07/15/2014 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators III–M 8. The migrant region and LEA use migrant education funds only for allowable activities and equipment. (20 U.S.C. § 6394 (c)(1)(A).)

Associated Documents General Ledger [r]  
ME District Services Agreement [r]  
ME Personnel Activity Reports (PARs) [r]

Required and Suggested Documents

Legal References

## MONITORING INSTRUMENT ITEM REPORT

### 2014–15 Program Instruments

### Migrant Education On-Site 2014–15

#### III. FUNDING

#### **III-ME 09: Supplement Not Supplant**

Updated 07/15/2014 by Administrator Administrator

SEA Status In Progress

#### Comments by SEA

Compliance Indicators III-M 9. For the Migrant Education Program, the LEA uses categorical funds only to supplement, and not supplant, state and local funds: Title I, Part C. (20 U.S.C. § 6321(b), 6394 (c)(2).)

Associated Documents LEA Plan [r]  
ME District Services Agreement [r]  
ME expenditure reports [r]  
Single Plan for Student Achievement (SPSA) [r]

Required and Suggested Documents Master school schedule [r]  
ME duty statements; regular year and summer school [r]  
ME LEA summer school records [r]  
ME lesson plans for before and after class and/or Saturday school programs [s]  
ME Regional Application  
ME regular and summer school daily schedules [r]

#### Legal References

#### III. FUNDING

#### **III-ME 10: Salaries and Wages**

Updated 07/15/2014 by Administrator Administrator

SEA Status In Progress

#### Comments by SEA

Compliance Indicators III-M 10. The LEA properly assesses administrative charges for direct or indirect costs of federal funds for salaries and wages in proportion to an allowable quantity and duties of the employee. (California School Accounting Manual [CSAM]; OMB Circular A-87, Attachment B, 8.h; OMB Circular A-133, ED Cross-Cutting Section, III.B.2) (20 U.S.C. § 6825 (b).)

10.1 Each employee paid in part from a single cost objective and in part from other revenue, or an employee paid from multiple cost objectives, completes a Personnel Activity Report (PAR) each pay period, or an approved sampling method is used. (CSAM; OMB Circular A-87, Attachment B, 8.h; OMB Circular A-133, ED Cross-Cutting Section, III.B.2) (EC § 52853 (a)(7).)

Associated Documents ME expenditure reports [r]  
ME payroll records [r]  
ME Personnel Activity Reports (PARs) [r]

Required and Suggested Documents ME duty statements; regular year and summer school [r]  
ME time accounting records [r]

#### Legal References

## MONITORING INSTRUMENT ITEM REPORT

### 2014–15 Program Instruments

### Migrant Education On-Site 2014–15

#### IV. STANDARDS, ASSESSMENT, AND ACCOUNTABILITY

#### **IV-ME 11: Evaluation, Assessment, and Effectiveness**

Updated 07/15/2014 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators IV-M 11. The migrant region and LEA measure migrant student progress against the desired outcomes of the migrant education program and state academic content standards. (20 U.S.C. § 6396(a)(1)(D).)

11.1 The LEA completes an individual assessment of the educational and health needs of each migrant student within 30 days of enrollment. (EC § 54443.1[a].)

11.2 The LEA identifies and addresses the needs of migrant children in coordination with other categorical programs. (20 U.S.C. § 6396[a][1][A].)

11.3 The LEA identifies and addresses the needs of migrant children through measurable program goals and outcomes. (20 U.S.C. § 6394[b][1][D].)

11.4 The LEA and migrant region use academic assessment results and other pertinent migrant student data to improve the academic achievement of students. (20 U.S.C. § 6311[b][10].)

11.5 The LEA and migrant region evaluate and determine the effectiveness of their programs and projects in providing migratory children with the opportunity to meet the same challenging State content and performance standards. (20 U.S.C. § 6394[c] and 34 CFR 200.42[a].)

Associated Documents LEA Plan [r]  
ME District Services Agreement [r]  
ME Program Needs Assessment [r]  
Single Plan for Student Achievement (SPSA) [r]

Required and Suggested Documents ME Individual Needs Assessment form [r]  
ME Pre & Post formative assessment per the DSA  
ME records of coordination with other state and federal programs [r]

Legal References

#### V. STAFFING AND PROFESSIONAL DEVELOPMENT

#### **V-ME 12: Staffing**

Updated 07/15/2014 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators V-M 12. The migrant region and LEA provide professional development programs and support for teachers and other program staff members. (20 U.S.C. § 6394[c][6][B]); EC § 54444.4[b][3], [c][5].)

12.1 Migrant program summer school staff members are properly credentialed and have cultural training and understanding of the special needs of migrant children. (EC § 54444.3[a][4].) Elementary and Secondary Educational Act (ESEA Section 1119)

Associated Documents ME staff roster who provide MEP services; regular year and summer school [r]

Required and Suggested

## MONITORING INSTRUMENT ITEM REPORT

### 2014–15 Program Instruments

### Migrant Education On-Site 2014–15

Documents	ME records of technical assistance and professional development activities; agendas, and sign-in sheets [r] ME staff credentials; regular year and summer school [r]
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Legal References

#### VI. OPPORTUNITY AND EQUAL EDUCATIONAL ACCESS

#### **VI-ME 13: Equal Opportunity**

Updated 07/15/2014 by Administrator Administrator

SEA Status	In Progress
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Comments by SEA

Compliance Indicators	VI-M 13. The migrant region and LEA provide migrant children with the opportunity to meet state academic content and achievement standards. (20 U.S.C. § 6396[a][1][C].)  13.1 The migrant region and LEA provide services required by state and federal laws or regulations. (EC § 54444.4 [b][1].)  13.2 The LEA provides to migrant program schools general fund services comparable to those provided to other schools. (20 U.S.C. § 6321[c].)  13.3 The migrant region and LEA provide educational continuity for migrant students through the timely transfer of educational and health records. (20 U.S.C. 6391; 34 CFR 200.41[c].)
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Associated Documents	ME District Services Agreement [r] ME samples of migrant students' cumulative records (hard copy only) [r]
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Required and Suggested Documents	ME sample transfer records from MSIX data system [s] ME samples of migrant students' class/Master schedules [r]
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Legal References

#### VI. OPPORTUNITY AND EQUAL EDUCATIONAL ACCESS

#### **VI-ME 14: Private Schools**

Updated 07/15/2014 by Administrator Administrator

SEA Status	In Progress
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Comments by SEA

Compliance Indicators	VI-M 14. For participating private schools, the LEA provides equitable educational services and benefits to address the needs of eligible school students, their teachers, and their families. (20 U.S.C. §§ 6320[a][1], 7881[a][1].) (a) Educational services are provided in a timely manner. (20 U.S.C. §§ 6320[a][3], 7881[a][3].) (b) The LEA expends equal per-pupil amounts for educational services and other benefits for eligible private and public school students. (20 U.S.C. §§ 6320[a][4], 7881[a][4].) (c) Educational services provided by the LEA are secular, neutral, and nonideological. (20 U.S.C. §§ 6320[a][2], 7881[a][2].) (d) Teachers of Title I and Title III students in private schools participate on an equitable basis in professional development activities. (20 U.S.C. §§ 6320[a][1], 7881[a][1].)
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Associated Documents	Dated notice of ESEA eligibility to private schools in LEA and adjacent LEAs [r]
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Required and Suggested Documents	ME multi-funded staff time and funding records for private schools [r] ME Private School PAC Announcements [s]
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## MONITORING INSTRUMENT ITEM REPORT

### 2014–15 Program Instruments

### Migrant Education On-Site 2014–15

ME Private School PAC Bylaws [s]  
ME Private School PAC meeting agendas, minutes, and sign-in sheets [r]  
ME Private School PAC Roster [r]  
ME Professional Development Plan for Private School staff [r]  
ME Third-party service provider contracts [r]

Legal References

#### VII. TEACHING AND LEARNING

#### **VII-ME 15: Educational and Other Services**

Updated 07/15/2014 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators VII-M 15. The LEA provides migrant students with the full range of services available from appropriate local, state, and federal education programs. (20 U.S.C. § 6394[b][1][A].)

15.1 The migrant region and LEA provide a comprehensive, supplementary program designed to meet the educational, health, and related needs of participating students, as described in the service agreement. (EC § 54443.1[c].)

15.2 The migrant region and LEA give priority for service to migrant children who are failing to meet state academic content standards and whose education was interrupted during the regular school year. (20 U.S.C. § 6394 [d].)

15.3 The migrant region and LEA coordinate migrant education services with other state and federal programs. (20 U.S.C. § 6396[a][1][G].)

15.4 The migrant region and LEA provide a brief individual learning plan, listing services to be provided, to parents annually or on enrollment. (EC § 54443.1[d].)

15.5 The migrant region and LEA maintain migrant student records for kindergarten through grade twelve students, or copies, in the student cumulative record. (20 U.S.C. § 6394 [b] [3].)

Associated Documents LEA Plan [r]  
ME list of Priority for Services (PFS) students [r]  
ME samples of migrant students' cumulative records (hard copy only) [r]  
Single Plan for Student Achievement (SPSA) [r]

Required and Suggested Documents ME Individual students' records of migrant services provided [r]  
ME list of ME students currently enrolled [r]  
ME samples of migrant students' learning records (hard copy only) [r]

Legal References

#### VIII. IDENTIFICATION, RECRUITMENT & QUALITY CONTROL

#### **VIII-ME 16: Identification, Recruitment, and Quality Control**

Updated 07/15/2014 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators VIII-M 16. The LEA has established and implemented a system of quality controls for the proper identification and



## MONITORING INSTRUMENT ITEM REPORT

### 2014–15 Program Instruments

#### Migrant Education On-Site 2014–15

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recruitment of eligible migratory children. (34 CFR 200.89 [d] [1] [2] [3] [4] [5] [6] [7].)

16.1 The migrant region and LEA provide comprehensive training to ensure that recruiters and all other staff involved in determining eligibility and in conducting quality control procedures know the requirements for accurately determining and documenting child eligibility under the MEP. (34 CFR 200.89 [d] [1].)

16.2 The migrant region and LEA have implemented a system that provides for the supervision and annual review and evaluation of the identification and recruitment practices of individual recruiters. (34 CFR 200.89 [d] [2].)

16.3 The migrant region and LEA have implemented a formal process for resolving eligibility questions raised by recruiters and their supervisors and for ensuring that this information is communicated to all local operating agencies. (34 CFR 200.89 [d] [3].)

16.4 The migrant region and LEA have implemented a process by which an examination by qualified individuals of each COE to verify that the written documentation is sufficient and that, based on the recorded data, the child is eligible for MEP services. (34 CFR 200.89 [d] [4].)

16.5 The migrant region and LEA have implemented a process to validate that the eligibility determinations were properly made, including conducting prospective re-interviewing. (34 CFR 200.89 [d] [5].)

16.6 The migrant region and LEA have implemented a documentation process that supports the implementation of this quality control system and of a record of actions taken to improve the system where periodic reviews and evaluations indicate the need to do so. (34 CFR 200.89 [d] [6].)

16.7 The migrant region and LEA have a process for implementing corrective action if the SEA finds COEs that do not sufficiently document a child's eligibility for the MEP, or in response to internal audit findings, or monitoring. (34 CFR 200.89 [d] [7].)

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Associated Documents	ME District Services Agreement [r]
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Required and Suggested Documents	ME annual evaluation of Identification and Recruitment staff [r] ME annual re-interview and verification records [r] ME COE verification records [r] ME corrective action records [r] ME Local Quality Control Plan [r] ME records of Professional Development Activities for Identification and Recruitment Staff [r] ME records of supervision of recruiters
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Legal References